

# 10004 Foundations of Technology

Create and format word processing documents for a variety of personal and work applications FT 1

- 1 Modify and manipulate paragraphs and paragraph formatting FT 1.1
- 2 Use tables to enhance documents. FT 1.2
- 3 Customize document formatting FT 1.3
- 4 Create a mail merge document. FT 1.4
- 5 Create and use the advance features of word processing software. FT 1.5
- 6 Format characters FT 1.6
- 7 Use Help Features FT 1.7

Create and format spreadsheets for a variety of personal and work applications FT 2

- 1 Format a spreadsheet to enhance its appearance FT 2.1
- 2 Insert formulas into a worksheet to enhance its functionality FT 2.2
- 3 Manipulate data within and between workbooks FT 2.3
- 4 Create charts within a spreadsheet to represent data graphically FT 2.4

Create and format professional presentations FT 3

- 1 Create a presentation using presentation software FT 3.1
- 2 Modify a presentation FT 3.2
- 3 Add visual appeal and animation to a presentation FT 3.3
- 4 Add visual elements to a presentation FT 3.4
- 5 Share and present professional presentations FT 3.5

Demonstrate and communicate an understanding of an operating system's file management system FT

- 1 Use an operating system's file manager to navigate using various methods to different locations and manage files FT 4.1
- 2 Manipulate the operating system's built-in search features FT 4.2

**Manage administrative features of an operating system** FT 5

---

- 1 Demonstrate knowledge of features in the operating system** FT 5.1
  - 2 Analyze operating system capabilities and restrictions** FT 5.2
- 

**Distinguish and apply key elements of Internet browsers and search engines** FT 6

---

- 1 Demonstrate advanced search techniques within a search engine** FT 6.1
  - 2 Analyze different search engines** FT 6.2
  - 3 Evaluate different Internet browsers** FT 6.3
- 

**Understand how to create a database table and forms using database software** FT 7

---

- 1 Create a database table** FT 7.1
  - 2 Create relationships between database tables** FT 7.2
  - 3 Perform queries and filter records** FT 7.3
  - 4 Create forms in the database** FT 7.4
  - 5 Create reports in the database** FT 7.5
- 

**Demonstrate an understanding of computer preventive maintenance and security** FT 8

---

- 1 Demonstrate various methods of backing up files using different methods** FT 8.1
  - 2 Conduct Internet browser maintenance** FT 8.2
  - 3 Explain the importance of antivirus software** FT 8.3
  - 4 Communicate an understanding of the importance of password creation and management** FT 8.4
- 

**Develop digital literacy, netiquette and citizenship skills** FT 9

---

- 1 Demonstrate an understanding of the importance of privacy and security within relevant technological tools** FT 9.1
- 2 Analyze the effect of technology on relationships and communication** FT 9.2
- 3 Demonstrate the complexity of safe, legal and responsible creation of digital footprints and reputations** FT 9.3
- 4 Follow ethical and legal guidelines in gathering and using digital information and applications** FT 9.4
- 5 Effectively decipher reliable information on the web** FT 9.5